

PERSONNEL SPECIALIST
REVIEW OF JOB ANALYSIS
BACKGROUND INFORMATION

Date of Review: September 11, 2007

Collective Bargaining Identification: R01

Job Analysis Review Conducted By: Pam Vaught, Associate Personnel Analyst
Department of Corrections and Rehabilitation

Number of Incumbents: There are 14 incumbents in this classification
per the State Controller's Office Filled/Vacant
Position Report dated November 1, 2007.

Names of the Subject Matter Expert(s) and their background:

Dee Lovette, Personnel Specialist Supervisor I, Office of Personnel Services

Dee has been with the Department of Corrections and Rehabilitation for 9 ½ years. She currently is a Personnel Specialist Supervisor. Previously she was a Personnel Specialist for over 4 years.

Barbara Powers, Personnel Specialist, Office of Personnel Services

Barbara has been with the Department of Corrections and Rehabilitation for 21 years. She currently is a Personnel Specialist. Previously she was a Personnel Assistant for 9 months.

Marilyn Calhoun, Personnel Supervisor I, Office of Personnel Services

Marilyn has been with the Department of Corrections and Rehabilitation for over 14 years. She currently is a Personnel Supervisor. Previously she was a Personnel Specialist for over 12 years.

Kimberli Alexander, Senior Personnel Specialist, Office of Personnel Services

Kimberli has been with the Department of Corrections and Rehabilitation for 12 years. She currently is a Senior Personnel Specialist. Previously she was a Personnel Specialist for 5 years.

Dale Caffrey, Personnel Supervisor II, Office of Personnel Services

Dale has been with the Department of Corrections and Rehabilitation for 23 years. She currently is a Personnel Supervisor II. Previously she was a Personnel Supervisor I, for 7 1/2 years and as a Personnel Specialist for 10 years.

PERSONNEL SPECIALIST INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Class Specification